

Message Text

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ORIGIN DRC-01

INFO OCT-01 ARA-10 ISO-00 A-01 OC-05 CCO-00 /018 R

DRAFTED BY FADRC/RM:WFFARRELL:VFH

APPROVED BY O/FADRC - MR. PRUDEN

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DESIRED DISTRIBUTION

A, A/O, ARA/MGT, ISO, OC

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R 261606Z JAN 76

FM SECSTATE WASHDC

TO AMEMBASSY CARACAS

AMEMBASSY MEXICO

AMEMBASSY SAN JOSE

AMEMBASSY SANTO DOMINGO

UNCLAS STATE 018953

E.O. 11652:N/A

TAGS:AINF, AFSP, OTRA

SUBJECT: RECORDS MANAGEMENT STUDY

1. THE DEPARTMENT IS INTERESTED IN STRENGTHENING THE RECORDS MANAGEMENT PROGRAM VIS-A-VIS POST OPERATIONS AND IN THE LIGHT OF LEGISLATIVE IMPERATIVES SUCH AS THE FREEDOM OF INFORMATION AND PRIVACY ACTS. INCLUDED IN THESE CONSIDERATIONS IS THE POSSIBILITY OF APPLYING TO POST OPERATIONS SOME ADVANCED TECHNOLOGIES CURRENTLY BEING EMPLOYED IN DEPARTMENT RECORD FUNCTIONS. SINCE OUR RESEARCH INTO THIS AREA REQUIRES DETAILED KNOWLEDGE OF INFORMATION FLOW AND RECORD ACTIVITIES AT A VARIETY OF FOREIGN SERVICE POSTS, A SERIES OF ON-SITE SURVEYS ARE BEING CONDUCTED WHICH COMBINE ALL ELEMENTS OF THE TRADITIONAL RECORDS MANAGEMENT STUDY WITH A LOOK AT THE FEASIBILITY OF THE USE OF AUTOMATED AND MICROGRAPHICS

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TECHNIQUES. TO THIS END WE WOULD LIKE TO CONDUCT SUCH

STUDIES AT MEXICO CITY, FEBRUARY 23 - MARCH 2; SAN JOSE, MARCH 2 - MARCH 9; CARACAS, MARCH 9 - MARCH 17; SANTO DOMINGO MARCH 17 - MARCH 25. IF POSTS CONCUR WITH THIS PROPOSAL SCHEDULE WILL BE CONFIRMED AND RESERVATIONS REQUESTED.

2. THE STUDY WILL CONSIST OF DETAILED PHYSICAL CHECKS OF THE RECORDS OF THE POSTS. A STUDY OF THE PROCEDURES ASSOCIATED WITH INFORMATION PROCESSING AT THE POSTS; ASKING QUESTIONS CONCERNING THE ABOVE OF OFFICERS, SECRETARIES, STAFF AND OTHERS; AND INTERVIEWS WITH BOTH OFFICERS AND STAFF EXPLAINING OUR PURPOSE AND NEEDS AND INQUIRING INTO THEIR VIEWS AND NEEDS IN THIS AREA.

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Margaret P. Grafeld
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